

## How to Apply

### Admission to SUNY Jefferson

Jefferson Community College is a member of the State University of New York (SUNY) and is officially designated as a full opportunity college. Admission to SUNY Jefferson is determined without regard to race, color, sex, religion, age, national origin, disability, or sexual orientation of the applicant.

### General Information

Admission is open to any individual whose academic records, potential and personal qualifications indicate that he or she could successfully pursue one of the programs of study. SUNY Jefferson is sponsored by Jefferson County and residents of the county are given first preference for admissions, but the College accepts and encourages applicants from other counties as well as other states.

### Admission Requirements

Admission to a program of study will be determined by individual academic preparation. Applicants must be a graduate of an accredited high school, have earned a GED (high school equivalency diploma) or meet the academic standards on the College Placement Test (CPT). Diplomas such as IEP (Individual Education Program diploma) are not valid for admissions unless the school certifies the student has met all requirements including successful completion of the New York State Regents competency tests.

Applicants who have not completed high school graduation requirements will be considered for admission based on their demonstrated ability to benefit from college level work. Their ability to benefit will be determined by CPT scores administered by the SUNY Jefferson testing center. Students who are admitted but do not have a high school diploma must complete their equivalency diploma. The equivalency diploma may be completed by the GED Exam or by earned credit (see the 24 Credit Hour Rule). These credits can generally be applicable to degree or certificate requirements. Contact the Admissions Office for details.

The College reserves the right to determine full or part-time study, admissibility to certain programs and matriculated status.

### How to Apply for Admission to SUNY Jefferson

Complete the preferred free online application at [www.sunyjefferson.edu](http://www.sunyjefferson.edu) or the attached free application. Complete sections 1, 2, and 3. Section 4 is to be completed by transfer students only. All students must check a selection from section 5 *program of study*.

- **Current High School Students:**

If you are enrolled in high school, complete the SUNY Jefferson free application and request your high school transcript be sent to SUNY Jefferson.

- **High School Graduates:**

If you have graduated from high school, complete the free application and contact the high school and request your official transcript be sent. If you have a GED (General Education Diploma), mail or bring in a copy of your GED score report and diploma with your free application for admissions.

- **Applicants Without a GED or High School Diploma:**

If you have not completed high school graduation requirements or attended a high school not recognized by New York State Education Department, complete the free JCC application and return it to the Admissions Office. You will be contacted directly and scheduled for the CPT and an interview.

### Admission with Advanced Standing (Transfer Student)

Students who have attended another college and wish to transfer credits to Jefferson must follow the same application procedures as a new student. Official college and high school transcripts must be requested by the student and sent directly to the Admissions Office. Transfer credit cannot be granted unless an official transcript is provided.

### Readmission

Students who previously attended SUNY Jefferson as a matriculated student and are in good standing are welcome to re-enroll. If it has been 6 or more years since attending, it is necessary for the student to re-apply. Otherwise students may contact Enrollment Services to schedule an appointment for registration.

### Readmission after Dismissal

Students who have been academically dismissed and have not attended as a matriculated student for at least one semester may request readmission. Students will be required to complete a success plan with an advisor before registering for classes.

### Admission for a Second Associate Degree

SUNY Jefferson graduates seeking a second degree from the College must submit an application for admission for the new degree program. Note: Financial aid may be effected by the previous study you have already completed.

# JEFFERSON COMMUNITY COLLEGE APPLICATION FOR ADMISSION



SUNY Jefferson Enrollment Services  
Jules Center, Bldg. #6  
1220 Coffeen Street  
Watertown, NY 13601

Phone: 1-888-435-6522 or 315-786-2437  
Fax: 315-786-2349

admissions@sunyjefferson.edu

Online application available at [www.sunyjefferson.edu](http://www.sunyjefferson.edu)

## Section 1: I.D. # / Personal Information

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last name: \_\_\_\_\_ First name(Full/Legal): \_\_\_\_\_ Middle name: \_\_\_\_\_

Do you have any educational records under a different/former name(s)? If yes, please list:

Former name(s): \_\_\_\_\_

Male:  Female:  No response:

### Current Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Country (if not US): \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

### Are you a United States Citizen or permanent resident?

Yes  No, my country of citizenship is: \_\_\_\_\_ My country of birth is: \_\_\_\_\_

*If you are not a U.S. citizen or permanent resident and will need a student visa for study, you can apply for a form I-20. Please complete the supplemental international application available on our website at [www.sunyjefferson.edu](http://www.sunyjefferson.edu).*

**Indicate your military affiliation, if applicable:**  Active Duty  Active Duty Spouse  Active Duty Dependent  
 Veteran  Veteran Spouse  Veteran Dependent

**NOTE:** For information on the SOC DNS (Servicemembers Opportunity Colleges Degree Network System), visit SUNY Jefferson's office on Fort Drum. Call 315-786-6566 or email [GoArmyEd@sunyjefferson.edu](mailto:GoArmyEd@sunyjefferson.edu).

*All applicants are required to respond to this question. Failure to do so will put your application on hold until a response is obtained.*

**Have you ever been dismissed from a college for other than academic reasons?**  Yes  No

**Complete this optional section for U.S. Office of Education information only. Your response does not affect your admission.**

**1a. Are you of Hispanic or Latino origin:**  Yes  No

**1b. If Hispanic/Latino, is your background (select one):**  Central American  Dominican  Mexican  Cuban  
 Puerto Rican  South American  Other Hispanic/Latino

**1c. Indicate your race by selecting one or more of the following:**

American Indian/Alaskan Native  Black  White  
 Asian  Native Hawaiian / Pacific Islander

## Section 2: Enrollment Information

• **Would you like to be considered for the Educational Opportunity Program (EOP)?**  Yes  No

• **Are you planning to earn a degree entirely online?**  Yes  No

• **Are you currently or have you previously attended SUNY Jefferson?**  Yes  No

If yes, semester last attended: \_\_\_\_\_ Are you a SUNY Jefferson graduate?  Yes  No

• **Are you planning to attend on a full-time or part-time basis?**  Full-time  Part-time

**Indicate the semester and year you wish to begin your studies:**

August (Fall)  January (Spring)  June (Summer) of \_\_\_\_\_(year)

• **If you are enrolling in early/late session at our Fort Drum extension site or on campus, will you be attending:**

Early Session  Late Session  Special Session

• **Are you planning on living in our residence hall?**  Yes  No

## Section 3: High School Information

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**Please check the following that apply:**

- Did not graduate high school or earn GED  
 (Official High School Transcript or GED required for verification.)
- High School Diploma Date: \_\_\_\_\_ or  Anticipated Graduation Date: \_\_\_\_\_
- GED Date: \_\_\_\_\_  Home-Schooled

Early Admission (For high school students who will be attending classes on SUNY Jefferson's campus). Students must complete a supplementary application obtained through the Admissions Office and must be recommended by their high school counselor or principal. Permission of a parent or guardian is also required.

## Section 4: College Background

Please list the full names, states, and dates of attendance from all colleges previously attended. List the most recent college attended first.

Complete College Name:	City:	State:	Dates Attended (from/to):
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Section 5: Programs of Study

### SUNY JEFFERSON PROGRAMS OF STUDY

Please check the program of study that reflects your educational goal.

**Career (A.A.S.)**

- Accounting A.A.S.
- Agri-Business, A.A.S.
- Business Administration A.A.S.
- Chemical Dependency A.A.S.
- Computer Information Technology A.A.S.
- Early Childhood A.A.S.
- Fire Protection Technology A.A.S.
- Hospitality & Tourism A.A.S.
- (must select one concentration)
  - Culinary Arts
  - Hotel/Restaurant Management
  - Winery Management & Marketing
- Individual Studies A.A.S.\*\*
- Nursing A.A.S.\*
- Office Technologies A.A.S. -
  - Administrative Assistant  Medical
- Paralegal A.A.S.
- Paramedic A.A.S.\*\*\*
- Zoo Technology A.A.S.\*

**Certificate Programs**

- Accounting\*\*
- Chemical Dependency\*\*
- Criminal Justice
- Energy Technology\*\*\*
- Fire Protection Technology
- Hospitality and Tourism\*\*
- Office Studies
- Paramedic\*\*\*
- Teaching Assistant
- Winery Management and Marketing

**Transfer (A.A./A.S.)**

- Accounting A.S.
- Business Administration A.S.\*\*
- Computer Information Systems A.S.
- Computer Science A.S.
- Criminal Justice A.S.\*\*
- Engineering Science A.S.
- Human Services A.S.
- Individual Studies A.A.\*\*
- Individual Studies A.S.\*\*
- Liberal Arts & Sciences - Humanities & Social Sciences A.A.\*\*
- Optional Concentrations
  - Creative Writing  Literature
  - Psychology
- Liberal Arts & Sciences - Mathematics & Sciences A.S. (must select one concentration)
  - Mathematics  Allied Health
  - Science
- Liberal Arts & Sciences - Childhood Education A.A. (Teacher Education Transfer) (must select one concentration)
  - Mathematics  Earth Science
  - Biology  History
  - Chemistry  Physics
  - English  General Science
- Physical Education, A.S.
- Sports Management A.S.

**Jointly Registered Programs with the State University of New York at Potsdam**

- Business Administration, B.S.
- Liberal Arts & Sciences: Childhood Education
  - Early Childhood Education, B.A. (birth to grade 2)
  - Childhood Education, B.A. (grades 1-6)

\* Supplemental application to the department is required for admission to this program. You will be placed into a Math/Science major with the related concentration for general admission to SUNY Jefferson.

\*\* Available Completely Online

\*\*\* Please note that the Paramedic and Energy Technology programs at Jefferson Community College is not accepting applications for the 2018-2019 school year.

- I am undecided about my program of study. Students will be preliminarily placed into Liberal Arts & Sciences, Humanities & Social Sciences A.A. and students can update their major later upon conversations with their advisors.

Revised 06/21/18

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The information that I have provided on this application is true to the best of my knowledge. I realize that any deliberate falsification or misrepresentation of information may result in either denial of admission or dismissal from the College.

## Non-Discrimination Policy

Jefferson Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

All employees, students, visitors and vendors share in the responsibility for ensuring a work and educational environment free from prohibited discrimination and harassment. Individuals responsible for, or participating in, campus activities will refrain from, and are encouraged to report, any inappropriate conduct that may give rise to a claim of harassment or discrimination.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to the College's Affirmative Action Officer, 315-786-2401. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3900; TDD: 800-877-8339, Email OCR.NewYork@ed.gov.

## Frequently Asked Questions

- 1. What is a matriculated student?** A matriculated student is one who has formally applied and been accepted into a degree or certificate program. ONLY matriculated students may be eligible to receive financial aid and be awarded a certificate or degree.
- 2. What is the difference between full-time and part-time study?** Full-time or part-time study is determined by the number of credits a student takes each semester. Full-time students are enrolled in 12 credits or more; part-time students are enrolled in fewer than 12 credits.
- 3. What is the difference between an A.S. and A.A.S. degree?** A.S. degrees are designed to prepare a student for transfer into a baccalaureate degree program. An A.A.S. degree prepares students for employment directly after graduation with their associate degree.
- 4. What if I am uncertain regarding my program choice?** We will preliminarily place you in Liberal Arts & Sciences, Humanities & Social Sciences to start. You can discuss your options with Career Services and your advisor and, if desired, update your major at a later time.
- 5. When should I apply?** It is recommended to apply early because students who apply early will have the best opportunity to select the courses and times they want.
- 6. When I apply for admissions, how soon will I hear from SUNY Jefferson?** Once an application is complete a student is typically notified of their admission within 48 hours!
- 7. Do I need to take the assessment test?** A determination is made once we receive your official high school and college transcripts. The goal of assessment testing is to give each student the best start! A study guide is available online.
- 8. Do I have to come to campus for an assessment test?** No. If you live 50+ miles from campus, you can arrange to take your assessment testing at a location near you. Email testing@sunyjefferson.edu for info.
- 9. Does SUNY Jefferson offer on-campus housing?** Yes. There is a required \$250 deposit (applied to your room & board expense). Room assignments are made first-come first-served. Visit visit [www.sunyjefferson.edu/reslife](http://www.sunyjefferson.edu/reslife) for info.
- 10. What is advisement and registration?** Once accepted to a particular program, students can register. The advisor and student discuss the student's academic and career plans and then formally register for classes.
- 11. I've been out of school for 15 years; do I need my high school transcripts?** Yes, the admissions process requires verification of high school graduation for all applicants. If providing this documentation is a problem, contact us for a solution to discuss your options.
- 12. I want to obtain a bachelor's degree. Will my SUNY Jefferson credits transfer to a college or university offering a bachelor's degree?** The academic credits you earn at SUNY Jefferson will transfer to colleges or universities in the United States. SUNY Jefferson has agreements with SUNY colleges & many private colleges. Transfer agreements mean that you are provided optional advisement and opportunities for successful transfer.
- 13. Do you offer courses or degree programs online?** Yes! Please see section 5 of the application.
- 14. Are there campus tours?** Yes! Tours are available upon request. SUNY Jefferson also offers an opportunity for students to shadow classes for the day. Call or email to set up a time to visit.

SUNY Jefferson Enrollment Services, Rm. 6-010  
Jules Center, Bldg. #6  
1220 Coffeen Street  
Watertown, NY 13601

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Fax: 315-786-2349  
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